

POLICY TITLE: Absence: Lunch and Rest Breaks			NUMBER 606.00
APPROVAL: Kathryn J. Whitmire, Mayor: <i>Kathryn J. Whitmire</i>			Page <u>1</u> of <u>2</u>
ISSUE DATE: February 14, 1985	REVISION DATE:	REVISION NO.	EFFECTIVE DATE: February 14, 1985

Policy Statement: It is the policy of the City of Houston to improve employee morale and productivity by providing lunch breaks during the course of each workday.

Policy Basis: Policy statement.

Policy Amplification: Each full-time employee shall be allowed a lunch break of from thirty (30) to sixty (60) minutes near the middle of the workday, and each part-time employee shall be allowed a lunch break of the same duration before five consecutive hours are worked.

Employees will not be compensated during their lunch breaks and will adhere to whatever sign out/sign in policy which may be in effect within a given department. The duration and time of employee lunch breaks shall be determined by each supervisor with appropriate regard for the work load. In either case, the employee shall be expected to work a full eight hour day.

Each employee shall receive a rest break of fifteen (15) minutes at approximately the middle of every four hours of work not broken by a meal period. Time spent on rest breaks will be compensated, but employees should still follow the department's sign out/sign in policy where such policy is in effect. The time for employee rest breaks shall be determined and scheduled by each supervisor with appropriate regard for the work load.

Where possible, rest breaks should be taken in cafeteria, employee lounge, or other similarly designated non-work areas. Employees should not visit fellow employees in other departments during rest breaks. Those employees choosing to remain at their work station during rest breaks will not be entitled to leave before normal quitting time. To avoid unnecessary work delays, employees are discouraged from leaving the immediate facility during a rest break.

Employees should not abuse their break privileges by prolonging lunch and/or rest period beyond the times specified by this policy or as determined by the supervisor.

The Department Director can alter or amend lunch or rest break schedules as necessary to ensure proper functioning of a department or any division or area therein.

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Policy Compliance: All affected employees through the Department/
Division Director shall comply from policy date forward.

Policy Exceptions: Policy exceptions and/or violations shall be
brought to the attention of the Director of Personnel for review
and recommended course of action.